

MEMORANDUM

TO: Deans, Associate Deans, Directors, Department Heads, and
Chancellors of Regional Campuses

FROM: Mark A. Pagano, Dean *Mark A. Pagano*
Continuing Education and Conferences

DATE: January 27, 2009

SUBJECT: *2009 Awards for Excellence in Distance Learning*

Please consider nominating a distance learning activity (course, seminar, or workshop) for the 2009 Purdue University Awards for Excellence in Distance Learning. Two cash awards of \$1,000 are funded by the Office of the Provost, one each for a credit and a noncredit distance learning activity conducted through Purdue. Currently, Purdue is dedicating significant resources to increase the availability and enhance distance learning offerings by our faculty. These awards will help recognize faculty or staff members who demonstrate excellence in distance learning projects. Additionally, they are intended to publicize and promote creative and innovative approaches to developing learning opportunities that reach out to Purdue students beyond our campuses.

Previous winners include: Joy L. Colwell, Manufacturing Engineering Technology Supervision (Calumet); Jane Kirkpatrick, School of Nursing; Peg Ertmer, College of Education; Mickey Latour, Animal Science; Jay Akridge, Agricultural Economics; Robert W. Bennett, Pharmacy Practice; Kathryn Orvis, Horticulture and Landscape Architecture; Jennifer Richardson, Curriculum and Instruction; Alan Zillich, Pharmacy Practice; and the 2008 winners; Nathan Hartman and Patrick Connolly, Computer Graphics Technology.

Please publicize to your faculty and staff the availability of these awards and encourage applications to be submitted by **Friday, February 27, 2009**. The Excellence in Distance Learning Awards will be recognized at the University Honors Convocation on Sunday, April 19, 2009, in the Elliott Hall of Music.

The attachment describes the awards in greater detail and includes the award application. All of the materials also are available on the Web at <http://www.continued.purdue.edu/distance/awards/>.

I'm looking forward to learning more about your distance learning activities and having the best of these recognized, institution wide. If you have questions about the award or the application, please contact Joetta Burrous at jburrous@purdue.edu or (765) 496-3338.

Attachment

cc: F. Córdova
V. Lechtenberg
R. Woodson
S. Yates

Purdue University

2009 Awards for Excellence in Distance Learning

Purpose: To recognize faculty or staff members who demonstrate excellence in the development or teaching of a distance learning activity (course, workshop, or seminar). These awards are intended to recognize professional accomplishment and to publicize and promote creative and effective approaches to learning that are delivered via distance learning media.

Awards: Two cash awards of \$1,000 are available – one each for credit-granting and noncredit-granting learning activities conducted through Purdue University (applicable taxes will be deducted). Certificates of recognition, suitable for framing, will also be presented to the recipients. The awards will be presented at the annual University Honors Convocation in April.

Eligibility: The award is open to faculty and staff members (individuals or a team) at all campuses within the Purdue University system. In the event two or more individuals are nominated for an award as a team, the award will be divided equally among the recipients. At least one of the nominees for each award must be a current faculty or staff member at Purdue. The related distance learning accomplishment or activity must have been offered or conducted within the previous two years (Academic Years 2007-2008 or 2008-2009).

Definitions: A distance learning activity comprises an organized set of instructional objectives, content, and processes designed to be presented to learners who are separated (in space or time) from the instructor or from traditional on-campus classrooms. Examples of distance learning delivery media include, but are not limited to, videoconferencing, videotape, print-based materials, audio tape, audio conferencing, interactive satellite broadcasting, computing, and the Internet (via e-mail or the World Wide Web). Examples of learning activities include, but are not limited to, credit courses, short courses, workshops, and seminars.

Nomination criteria: To qualify for an award for excellence in distance learning, a faculty or staff member must have developed or taught a credit or noncredit distance learning activity (or collection of activities) that clearly demonstrates each of the following:

- A well-designed approach to instruction, including elements such as needs assessment, learner analyses, instructional strategies, evidence of timely content, and appropriate use of technology
- Effective application of distance learning methods and best practices which enable student learning
- Positive impact on the clientele served, as reflected by program evaluations (formative and summative) or other documentation of appropriate measures

Application: To submit an application for this award:

- Complete the attached award application, which includes a 500-word (maximum) description of the distance learning activity. Applicants must include one or two selected supporting materials (e.g., samples of promotional materials, learning activities, and instructional materials; summaries of quantitative learner evaluations, etc.). Additionally, the judges will have limited time to peruse lengthy materials, and so applicants are encouraged to make their most persuasive case in their 500-word description.
- Submit the application and supporting materials to Joetta Burrous at jburrous@purdue.edu, or send five (5) hard copies to:

Award for Excellence in Distance Learning
Continuing Education and Conferences
Stewart Center, Room 116
128 Memorial Mall
West Lafayette, IN 47907-2034

Deadline: Applications must be received no later than **Friday, February 27, 2009**.

Award for Excellence in Distance Learning Award Application

1. The distance learning activity:

Name of the distance learning course:

Type of learning activity: Credit-granting
 Noncredit-granting

Date of most recent offering: _____

Type of developmental effort: Individual
 Team

2. The University sponsor (college/school/department) of the activity:

Name/title of dean/head of college/school/department: _____

College/school/department: _____

Address: _____

Telephone and fax: _____

E-mail: _____

3. The director of the activity:

Name/title of director: _____

Department: _____

Address: _____

Telephone and fax: _____

E-mail: _____

4. Other faculty/staff members involved in the activity: (if activity was a team development effort, please list all team members' names, titles, and college/school/departmental affiliations)

Name, title, college/school/department: _____

Name, title, college/school/department: _____

Name, title, college/school/department: _____

Name, title, college/school/department: _____

5. Description of the activity:

On this page (below), please provide a 500-word (maximum) description of the learning activity. Enclose supporting materials (one or two examples) – but we encourage you to make your most persuasive case via this description. In addition to the following criteria, the judging will be based on the accuracy and completeness of the submission. Any omissions will be noted in deducted points from the corresponding category.

Context for developing the learning activity (25 points):

- The clearly stated goal to be achieved by the educational activity
- The number of students or participants served by the educational activity
- The responsibilities of those involved in bringing the educational activity to fruition (faculty, staff, director, and/or team members)

Syllabus and instructional planning (50 points):

- Is the syllabus clear and specific?
 - Developer's expectations for the teaching of the subject matter (course objectives)
 - Developer's expectations for the measurement of learning (assignments)
 - Basic educational activity information – grading policies, schedule, educational activity materials
- What specific instructional design methodology or learning tools were used to develop the course?
- Course Objectives
- Learning Activities and Instructional Materials. Please provide:
 - Course objectives
 - Syllabus
 - Two or three examples of supporting materials, which may include:
 - Learning activities
 - Instructions
 - Grading, evaluation, or other criteria used

Formative and summative evaluations (25 points):

- Learner evaluations
 - Quantitative
 - Qualitative
- Self-evaluation: Answer the following questions:
 - Are there areas of improvement in the educational activity?
 - What went well? What did not go well?
 - How does the instructor or developer address problems in the educational activity and suggest changes/improvements to the activity?
 - Is the project replicable?
 - What is the value/impact of providing this course via technology?
- Three letters of recommendation. A letter from each of the following:
 - Colleague
 - Participant or student from the course
 - Department head

The judges will evaluate how well these criteria have been met by assigning points as follows:

Context for developing the activity	= 25 points
Syllabus and instructional planning	= 50 points
Formative and summative evaluations	= <u>25 points</u>
TOTAL	= 100 points

Description of the learning activity (500 words maximum):

6. Certification by University sponsor (college/school/department) of the activity:

By submitting this award application, I certify that the director (or at least one of the team members) of the learning activity is a faculty or staff member of Purdue University and was at Purdue when the activity was conducted, and that the activity supports the mission of our college/school/department.

Signature of dean/department head: _____

7. Agreement/understanding of the nominator of the activity:

I understand that application materials cannot be returned and that the panel of judges will be selected from qualified faculty and staff, knowledgeable of instructional pedagogy and distance learning technologies.

I understand that the decision of the judges is final.

Nominator's signature: _____

Printed name: _____

College/School/Department: _____

Address: _____

Telephone and fax: _____

E-mail: _____